



# Maryland Prescription Drug Monitoring Program (PDMP) Advisory Board FAQ's

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## What are the responsibilities of the Advisory Board?

- Make recommendations to the Secretary relating to the design and implementation of the PDMP
- Consult with stakeholders and professionals knowledgeable about PDMPs as appropriate
- Provide ongoing advice and consultation to the Secretary on the implementation and operation of the program, including recommendations relating to program changes to reflect advances in technology and best practices in the field of electronic health records and prescription monitoring, changes to statutory requirements, and the design and implementation of an ongoing evaluation component of the program

Pursuant to State Government Article, Section §21-2A-05, the Board is tasked with providing annually to the Governor and the General Assembly an analysis of the impact of the program on patient access to pharmaceutical care and on curbing prescription drug diversion in the state, including recommendations related to modification or continuation of the program.

## Who is on the Advisory Board?

In accordance with the PDMP statute, the Advisory Board is composed of:

- The Secretary (or designee)
- The President or Chair of the Boards of Physicians, Pharmacy, Dental Examiners, Podiatric Medical Examiners and Nursing and the Maryland Health Care Commission (or their designees)
- Four physicians "with expertise in clinical treatment using controlled dangerous substances, including pain management, substance abuse, and behavioral disorders," appointed by the Secretary

- One nurse practitioner, "with expertise in clinical treatment using controlled dangerous substances, including pain management, substance abuse, and behavioral disorders," appointed by the Secretary
- One pediatrician, appointed by the Secretary
- Three pharmacists, who represent the perspective of independent and chain pharmacies, appointed by the Secretary
- A local law enforcement official, appointed by the Secretary
- The Secretary of State Police, or the Secretary's designee
- The President of the Maryland Association of County Health Officers, or the President's designee
- An academic or research professional
- Two Maryland residents who represent the perspective of pain patients, appointed by the Secretary.

### **What is the duration of the appointment?**

Advisory members are unpaid volunteers appointed by the Maryland Department of Health Secretary for three-year terms. The PDMP and Office of Appointments and Executive Nominations (OAEN) review applications and recommend nominees to the Secretary.

If a seat is replaced during the course of an active term, the new member will finish out the current term and then be eligible for possible reappointment. There is no limit on reappointments.

### **Will I be compensated for any expenses while on the Advisory Board?**

Board members may not receive compensation for their service but are entitled to reimbursement for travel-related expenses under the Standard State Travel Regulations to attend in-person Board meetings.

### **Does PDMP provide training?**

Upon acceptance of the appointment, PDMP staff will provide a one-hour webinar for new Advisory Board members. The training will cover the PDMP, roles and responsibilities of the Advisory Board, statutory authority of the Advisory Board, expectation of Advisory Board members, and communication guidance.

## **What is the average time commitment for members of the board?**

Board member terms are 3 years; if a seat is replaced during the course of an active term, the new member will finish out the current term and then be eligible for possible reappointment. The Board meets at least quarterly each year, and meetings are an hour in a half to two hours in length, typically 4-6pm on a Monday through Thursday. Members are expected to attend meetings in person (barring extenuating circumstances) at the Spring Grove campus in Catonsville, MD or a central location in Baltimore City.

Additional responsibilities include review of documents outside of meetings, participation in subcommittees, and speaking about or answering questions related to PDMP within members' professional engagements. While it is hard to anticipate need for Advisory Board member input or activity outside of the meetings, it is reasonable to estimate that members should expect to spend 1 hour preparing for each in-person meeting, and spend approximately 12 hours a year involved in outside PDMP work. Finally, members are encouraged, but not required, to present about the PDMP at professional conferences and meetings.

## **What is the Attendance Policy?**

Based on the Maryland Department of Health Attendance Policy for Appointments Made by the Secretary (02.08.02 effective 10-16-19), appointees are required to attend at least 50% of meetings. Appointees who do not meet the attendance requirement may submit a waiver for the attendance requirement that is subject to the Secretary's approval.

Attendance Requirements:

1. Advisory Board members must provide notification to a PDMP staff member before a meeting if they are unable to attend; this is considered a 'notified absence,'
2. Advisory Board members cannot have two or more un-notified absences in a row, and
3. Advisory Board members cannot have three or more notified absences in a row.

## **How will PDMP communicate with Board members?**

The Advisory Board conducts all business through phone and email correspondence; therefore, Board members are expected to frequently check their emails.